

## **CITY OF BURBANK**

### **YOUTH EMPLOYMENT COORDINATOR**

#### **DEFINITION**

Under direction, to coordinate, organize, and conduct Youth Employment Programs; to provide group leadership; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans, organizes, and schedules the operation of Youth Employment Programs; assists in the recruitment, screening, and selection of program participants; assigns, supervises, and evaluates the work of program participants and support staff; monitors and evaluates on-going program operations and makes recommendations for changes; researches, prepares, and conducts training; identifies needs of program participants and makes appropriate recommendations; establishes and maintains contacts with community groups and agencies to work together for program success; makes public presentations; promotes safe work practices and observes workers to ensure compliance; publicizes program; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – youth program development; safety practices and procedures; cultural diversity; basic budget principles.
- Skill in – relating, leading, and motivating youth; the use of computers and other office equipment; public speaking.
- Ability to – interact with youth participants from a variety of economic, cultural, and social backgrounds; plan and schedule programs and operations; supervise participants and program staff; direct the work of others; take remedial actions to prevent unsafe practices and conditions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to one year of college and 1000 hours of paid administrative experience working with youth programs.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within two weeks of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.